

# Program Letter

## United States Railroad Retirement Board



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**Office of Programs  
Quality Reporting Service Center**

**Chicago, IL 60611-2092  
(312) 751- 4992**

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CONTACT: Quality Reporting Service Center

Letter No. 00-02

Release: May 11, 2000

TO: Certification Contact Officials

SUBJECT: **NATIONAL EMPLOYER TRAINING  
SEMINAR**

This letter provides all the information you need to register for the fourth National Employer Training Seminar which is being held on October 4, 5, and 6, 2000 at the Radisson Hotel & Suites in Chicago, Illinois. The seminar is free, but you are responsible for your own transportation, meals, and lodging expenses.

**Please provide this information to all the appropriate parties within your organization.**

This seminar is developed for those persons who work in, or manage, records of service, compensation and contributions paid to the RRB, or related areas. This includes, but is not limited to, payroll personnel, accountants, controllers, claims agents, benefit administrators, auditors, and executives of employers covered under the Railroad Retirement Act.

### **THE SEMINAR IN BRIEF**

The seminar begins at 1:00 p.m. Wednesday and ends at 11:30 a.m. Friday. The Management Member of the Board, Jerome F. Kever, will open the seminar, followed by Ms. Catherine Leyser, Director of Assessment and Training, who will discuss the agency's customer service enhancements.

The plenary session is followed by two breakout sessions. Four breakout sessions are scheduled Thursday and three Friday. Each attendee chooses the particular breakout sessions that meet his or her needs. We have several new sessions, including an Executive Session conducted by Mr. Kever and his staff where you can discuss strategic issues; a general 'Question and Answer' session; a session conducted by the Social Security Administration; and a two-part session on railroad retirement annuities.

You have an opportunity to join a focus group and offer your opinions on various items such as proposed changes to railroad retirement forms. The focus group will convene immediately following the luncheon Thursday.

An Information Fair will be held Friday concurrent with the breakout sessions.

### HOW TO REGISTER

Read the breakout session descriptions, session schedule, and luncheon information included with this letter, and complete the enclosed registration form. Please complete one form for each person attending the seminar. Photocopies are acceptable. You may also register on our web site.

Mail your registration to: U.S. Railroad Retirement Board  
Quality Reporting Service Center  
844 North Rush Street  
Chicago, IL 60611-2092

Fax your registration to: (312) 751-7190

Register on the web: Click this link or the link at close of letter.

**Please return the registration form as soon as possible, and no later than, September 15.** We will attempt to accommodate reservations received after September 15, but some sessions may be closed. The earlier you register, the more likely you will receive the schedule of your choosing.

Confirmations of registration will be sent beginning July 7, and every two weeks thereafter. Confirmations will include directions to the hotel and other useful details.

### HOTEL RESERVATIONS

The seminar is being held at the Radisson Hotel & Suites Chicago, 160 E. Huron Street. The hotel, which hosted our 1997 seminar, is in the heart of Chicago's business, dining and shopping district with many activities available within walking distance. Arrangements have been made with the hotel to give attendees a discounted room rate of \$189 per day- single occupancy, and \$209 per day- double occupancy.

To make reservations, call **Radisson Hotel (312) 787-2900** and notify them that you are requesting a reservation for the Railroad Retirement Board seminar. **Reservations must be received by September 3.** Do not delay. We have only a limited number of discounted rooms available. If possible, reserve your room by July 3. After that date, the RRB is subject to penalties for adjustments in the number of rooms held.

### LUNCHEON

Thursday starting at 1:00 p.m., there will be a cash bar, luncheon and general session. Mr. Ed Hamberger, President of the Association of American Railroads ([AAR](#)), has been invited to be the keynote speaker for the luncheon session.

The cost of the luncheon is \$30 and advanced payment and reservations are required.

Attendance at the Luncheon is optional. The menu includes: *Garden salad; Chef's selection of seasonal vegetables; Potato, rice, or pasta as indicated; Freshly baked rolls; Chicago's own Eli's famous turtle cheesecake;* and your choice from the following three entrees. Special dietary or vegetarian entrees can be arranged upon request.

***Prime Rib***, *Prime rib of beef au jus with horseradish cream sauce and new potatoes, or*

***Pasta with Grilled Breast of Chicken***, *Pasta ribbons with grilled chicken, rosemary, Portabella mushrooms in a fresh Parmesan sauce, or*

***Alaskan Halibut***, *Alaskan Halibut with herbed lemon, caper buerre blanc sauce and a wild rice medley.*

If you choose to attend the luncheon, please complete **Part D** of the registration form.

### INFORMATION FAIR

This open forum offers the opportunity to meet with knowledgeable specialists from the Railroad Retirement Board, the Internal Revenue Service, the Social Security Administration, and the Firststar Bank which administers the RRBLINK system. Following are a few highlights of the Information Fair.

- Receive a hands-on demonstration of the Windows RRBLINK tax deposit system and preview the new Internet banking options.
- Review any unresolved report errors or outstanding referrals for employees of your organization and receive help fixing the errors.
- Obtain an estimate of your railroad retirement annuity using a future retirement date and projected earnings through that date. If you register for the Information Fair and you wish to obtain an annuity estimate, please complete **Part C** of the registration form.
- Surf through the features of the RRB web page and practice Internet searches.

### CONTINUING EDUCATION CREDIT

Many licensing boards and professional organizations will grant Continuing Education credit for attendance at our workshops when you submit the course outline and a certificate of attendance. Contact your own board or organization to find out what is required.

### QUESTIONS

If you have any questions about the seminar, or you require a special lunch meal or accommodations, please address them to any of the staff at (312) 751-4992. We are looking forward to seeing you in October.

[Schedule of Breakout Sessions](#)

[Descriptions of Breakout Sessions](#)

[Seminar Registration](#)

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[Go to Top of Letter](#)   [Go to Letters Page](#)

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Page last updated May 23, 2000